

CALENDAR
of
ALBERTA COLLEGE NORTH
1922-1923

Preparatory, Commercial, Correspondence
Music, Expression, Physical
Culture and Art

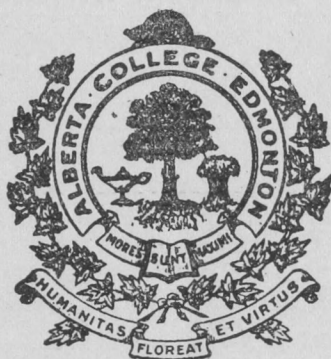


ALBERTA COLLEGE NORTH
10041 101st Street
EDMONTON, ALBERTA

Enthusiasm needs only
direction to turn it into
Success; and the direc-
ing it needs is Training

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Historical Sketch of Organization and Development

It is now half a century since that intrepid pioneer missionary, the Reverend George McDougall, stood on the brow of the hill, overlooking the North Saskatchewan river, and, peering into the future, saw a vision that now is well on the way to realization.

Viewing the glorious country about him, he felt to the full its possibilities, and believed that where, then, only the Hudson's Bay Fort pointed the way for civilization, in the future would rise one of the greatest cities of the West, a gateway to the Great North Land, a hub about which western commerce would revolve.

When the realization of this vision should come, he felt a great need and a great opportunity—the need of education for the children, the opportunity for service by the church.

Then, with his usual foresight and zeal for the land he loved he paved the way by bequeathing his homestead to the Methodist Church to be used for educational and missionary purposes.

But it was not until the year 1903 that Rev. Dr. Buchanan, then pastor of McDougall Methodist Church, called the members of his board together and suggested that the time had come to carry out the wishes of the old pioneer, and his idea that, in this great new country, where schools might be slow in coming, and perhaps widely separated, would be the opportunity of the church to supply the needed educational advantages, and, at the same time, surround the students with Christian influences.

That Alberta College has filled this need and met this opportunity is proved by the fact in her eighteen years of life over 17,000 students have passed through, and her name is a "household word" in Western Canada—a tribute to the splendid spirit of the group of business men in a city then of but a few thousands, who backed the enterprise to the utmost, even going into debt for it, and whose faith never failed.

How the institution blazed the trail in higher education is told in the fact that classes for the first and second years in arts for McGill were conducted at Alberta College before the

University of Alberta was founded, and this helped to establish that hall of learning here by providing a nucleus of students for the first classes to be held in that institution.

After the organization of the College by Dr. Buchanan in 1903, Rev. J. H. Riddell of Wesley College, Winnipeg, was appointed principal. Dr. Riddell's genius for organization and leadership has been one of the deciding factors in the rapid and phenomenal development of educational work in Edmonton. The first departments of work were Academic, Commercial and Music. In 1909 the Theological Department was added and in 1910 the Board began the erection of a Theological College on the University Grounds where the Theological work of the College was transferred.

Owing to the remarkable development and expansion of the work of both Colleges it was thought advisable to separate under two different boards of management. This was done and a new Board was formed in 1913 to carry on the work on the North Side, while the old Board remained in control of Alberta College South. Rev. F. S. McCall, B.A., a graduate of the Theological College and of the University of Alberta, was appointed Principal of Alberta College North in 1913, which position he still occupies.

Following Dr. Riddell's appointment to the principalship of Wesley College, Winnipeg, in 1917, the two Colleges were amalgamated under one Board of Management, and the work of each has been carried on the same as in the past. For two years Dr. Thomas was acting principal of Alberta College South and was succeeded in 1919 by Rev. A. S. Tuttle, M.A., the present principal.

Alberta College North enters upon its twentieth year with every promise of continued success. During the past year approximately eighteen hundred students received instruction, and the registration in the past seven years has more than trebled. The average attendance for the past eight years has been 1,332. This is the largest registration of any College in Canada where similar work is being done. Last year two hundred students were in residence at Alberta College North.

The cosmopolitan nature of the student body may be shown from the record of birth places of those registered. Students have come from every province of the Dominion, from England, Scotland, Ireland, Wales, and from several of the British Dominions and dependencies, from every state of the United States, from Japan, and China, and from the following countries of Continental Europe: Austria, Belgium, Bukowinia, Bohemia, Czecho-Slovakia, Courland, Denmark, Esthonia, France, Greece,

Germany, Galicia, Holland, Italy, Latvia, Jugo-Slavia, Norway, Poland, Roumania, Russia, Sweden, Switzerland and the Ukraine.

The constantly increasing attendance and the urgent need for additional dormitories, class room accommodation, and dining room space render imperative the extension of building and the expansion of the work.

For the present it has been thought advisable to postpone work on a new building pending the action of the Presbyterian Church on union. In view of the proposed organic union of the Methodist and Presbyterian Churches, it was thought best not to overlap but to carry out an educational policy that would be approved by a board of the proposed united church. In the meantime preparations will be made to carry out well-defined plans if union is not consummated.

General Information

Departments of Study

There are six departments of study: Academic, Commercial, Correspondence, Expression, Music and Art. Provision is being made for the opening of a Department of Domestic Science. In the meantime students have the privilege of taking classes at the Edmonton Technical School, where a thorough course is given. This school is convenient to the College residence.

Constituency

Alberta College North makes a wide appeal because of its efforts to develop Christian citizenship, to assist those whose early education has been arrested and those who have not had the advantages of a regular preparatory training. There are no requirements as to age, educational standing, creed or nationality to enter the classes, and each student is made to feel that he has a place on an equality with every other student.

Aim

The College aims at not only the mental culture of its students, but the development of right character. It recognizes the importance of surrounding the students during the period of College life with positive Christian influences and keeping before each student distinctively Christian ideals. The transcendent worth of character is made a first consideration, while

at the same time the best intellectual training is imparted. Students of all denominations enjoy equal privileges. Those whose conduct and influence are found to be injurious to the welfare of the College are dismissed if milder disciplinary methods fail to effect reform.

Religious Privileges

There are in the city churches of all the leading denominations, and students are expected and strongly urged to attend the services of their own church. The College makes absolutely no effort to interfere with the denominational leanings of any student.

There are College branches of the Young Men's and Young Women's Christian Associations under whose direction weekly devotional and inspirational services are held. Religious exercises are conducted daily by the Principal or Resident Dean. A weekly Bible Class is held Sunday afternoons when the practical aspects of Christianity are lively discussed by teachers and students.

Summer Session of Alberta College North

For the convenience of students who wish to complete their courses of study and of teachers who wish to spend their holidays in the city, a Summer Session of the College will be held during July and August. Instruction will be given in the branches of the Commercial Course, including Bookkeeping, Shorthand, Typewriting, Penmanship, etc. The Music Department will be open, affording a splendid opportunity to any one desiring to take a course in Instrumental, Vocal or Violin. Special rates for board and tuition will be given, which may be obtained by applying to the College. Teachers coming into residence will have the use of tennis courts and athletic grounds free of charge.

Reports

Reports are sent out at stated times for each student, giving attendance, deportment and standing in the work done in the various studies during the month. At Christmas, Easter and Midsummer, reports are also sent out covering the work for the term ended. The value of these reports depends upon the attention devoted to their examination by parents and guardians. If the proper interest is taken at home and encouragement given the students, it will result in more efficient work. The co-operation of parents and guardians is requested in promoting the best interests of the student.

Tuition Fees and Rates

Registration Fee (to be paid by all students in residence taking work in the Preparatory, Commercial, Telegraphy, Music or Expression Departments), \$2.00.

Students' Council (covering fees for all Students' Societies), boys and young men, \$3.00; young ladies, \$2.00.

Caution Money. All students in residence are required to deposit the sum of \$5.00 Caution Money, which amount is returned at the end of the College year, less charges for breakage and damages to property.

COURSE	Per Month	Three Months	Six Months	Eight Months	Ten Months
DAY CLASSES					
Academic..... (All classes up to Grade X)	\$12.00	\$ 33.00	\$ 60.00	\$ 75.00	\$ 90.00
Telegraphy.....	16.00	45.00	75.00	92.00	110.00
Commercial..... (Courses 1 to 5, Pages 18-31)	16.00	45.00	75.00	92.00	110.00
NIGHT CLASSES					
Academic..... (Up to and including Grade VIII.)	6.00	15.00	25.00	-----	-----
Commercial..... (Bookkeeping or Shorthand)	6.00	15.00	25.00	-----	-----
Telegraphy.....	7.00	18.00	30.00	-----	-----
RATES FOR COLLEGE RESIDENCE					
Board, Room and Laundry.....	45.00	120.00	225.00	290.00	350.00

All laundry work above \$2.50 a month is charged extra.

The charge for a single room is \$2.50 per month in addition to rates quoted above.

GENERAL INFORMATION

Rates and fees are due and payable strictly in advance. Fees once paid on a special three, six or ten month contract, quoted above, will not be refunded except in case of prolonged sickness, and at the Principal's discretion. Whenever a refund

is made the student will be charged the full monthly rate for each month or part of a month during which he (or she) was registered as a student.

In case of absence through sickness or other unavoidable cause the student will be allowed to make up the lost time at the end of the course, provided the Principal has been promptly notified of the cause of absence.

Students remaining for Christmas holidays will be charged \$1.25 per day extra.

Special composition fee for students combining courses in Academic and Commercial Department will be quoted on receipt of request mentioning subjects desired.

The College reserves the right to refuse admission to any applicant, without assigning any reason for such refusal.

Improper conduct will lead to expulsion without refund.

Rates for Matriculation Night Classes upon application.

There are special classes for non-English speaking students. For this instruction the Academic rates apply.

MUSIC DEPARTMENT RATES

SUBJECT	Per Lesson		Per Month	
	From	To	From	To
Piano.....	\$.75	\$1.50	\$3.00	\$12.00
Violin.....	1.00	2.00	4.00	16.00
Voice.....	1.00	1.50	5.00	12.00
Mandolin, Guitar, Banjo.....	1.00	1.25	4.00	10.00
Pipe Organ.....	1.50	2.50		
Theory.....	1.00	1.50		

GENERAL INFORMATION

Resident students desiring hire of pianoforte for practice are charged \$2.00 a month for one hour a day. Each additional hour will cost \$1.50 extra per month.

One or two or more lessons may be taken each week and students will be charged accordingly.

Pipe organ practice, \$3.00 a month for one hour's practice per day.

Music students in residence are recommended to take some Academic or Commercial subjects along with their musical studies. Reductions will be made to students combining courses.

Tuition Fees in Expression and Physical Culture

Expression lessons, \$2.00 each. (Comprising one and one-half hour's Physical and Vocal Expression, Reading Criticism and Theme Work.) Junior classes, \$1.00 each lesson.

Special rates for class lessons.

The Physical Culture classes are strongly recommended to all young women in residence. For these classes a charge of \$1.25 a month is made.

Rates upon application for private lessons.

Art

Lessons are given in Drawing, Painting (Oil and Water Colors). Write for information, prices, etc.

Domestic Science

Apply for full information to Alberta College North.

Co-operation

We are very anxious that each student should get full value for his investment in education. To that end we insist upon punctual and regular attendance at all classes and hearty co-operation with our instructors.

Information

Any information respecting the College which may not be found in this Calendar will be gladly supplied on application to F. S. McCall, B.A., Principal, Alberta College North, Edmonton, Alberta. We shall be pleased to correspond at any time with parents or prospective students regarding the important question of an education.

APPOINTMENTS DEPARTMENT

Alberta College North maintains an Appointments Department in order to advance still further the interests of students and graduates. This is a real active organization whereby every qualified student of the College is afforded an opportunity of entering the services of firms that pay adequately for services rendered and afford scope for a successful career.

As a result of the increasing business development and the wide connection of the College with employers, the activities of the Appointments Department is directed chiefly, not to finding positions for graduates, but to finding graduates for positions. This is a very significant fact and one that is of vital importance to prospective students.

No fees of any kind are charged for this service, which is available to every competent student of the College.

Residence for Girls and Young Ladies

Residential accommodation is provided for over sixty girls and young women in Alberta College North. The college residence is centrally located and overlooks the Saskatchewan River.

Several teachers live in the College residence and contribute to make the home life of the students all that is desirable.

To preserve the moral tone of the College we request a certificate of moral character from a clergyman or influential citizen of the community.

Rooms

The rooms are large and well ventilated, single beds being used throughout.

Students are not allowed to change their rooms without the permission of the Lady Principal.

The students are responsible for keeping them in order and preventing damage to the rooms and furniture.

The College supplies all linen and bedding.

The rooms are under the supervision of a competent housekeeper. Every care is taken of all the students in case of illness and a competent nurse takes charge of all, with the exception of serious infectious cases.

Absences

As absence from the regular school duties interferes with the work of the student, no one will be allowed to make any visits except upon the written request from the parent or guardian to the Lady Principal.

Outfit

The student's outfit should be neat and simple. The following articles are suggested:

Plain school dress, Sunday dress, simple white dress, light blouse for evening wear, four changes of under linen, four pairs of stockings, dressing gown and bedroom slippers, school hat and Sunday hat, plenty of warm winter clothing, and toilet soap. For concerts and entertainments a white dress or simple evening dress may be worn.

Domestic Arrangements

Parents and guardians of young ladies may be assured that, while the most strenuous efforts will be made to secure the development and strengthening of the mental powers, the formation of character, general habits, and a high principled Christian character, due attention will be given to the promotion of the best manners and habits of life. A member of the faculty is accustomed each week to address the student body on such topics as are suggested by what she observes in their conduct, and thinks necessary for their greatest good. Courses on general subjects, comprehending the various situations in which every one may be placed, have been arranged. The teachers, who mingle freely with the students, are expected to make friendly suggestions whenever they may seem necessary and desirable. It is the aim to maintain a refined and healthful atmosphere in the ordering of everything connected with the management of the College.

Correspondence, Invitations, Etc.

Students are allowed to correspond with the home circle without any supervision. Correspondence beyond the home circle may be restricted when requested by parents or guardians. All mail should come directly to the College.

Students, unless accompanied by a teacher, will not be permitted to visit families without the written request of parents or guardians to the Principal, authorizing him to grant such permission. Visitors may be required to present letters of introduction before being permitted to call on any of the young ladies.

Students may occasionally accept invitations from friends Friday evening to Monday morning, by presenting to the Lady Principal a written request from the parent or guardian.

It is expected that during such an absence students will comply with the rules of the College.

No student, whose influence is felt to be injurious, will be allowed to remain in College.

Arrival of Students

Students are met at the trains when coming to the College and are taken to trains when leaving. It is requested that the parent or guardian advise the Principal of the time of the arrival of the student in the City. It might be suggested that the student wear the College colors (blue and gold) on her first arrival, in order to be recognized at the station.

Residence for Boys and Young Men

Alberta College North has made a specialty of the residence for young men. There is room for eighty students in McDougall Hall and the annexes to the College, and all taking classes in the College have the right to residence. This accommodation is particularly advantageous to students coming from the country and who have to reside in the city.

The rooms are heated throughout with steam and are lighted with electricity. On the College's own grounds, provision has been made for football, baseball, tennis and basketball. The aim in the social life of the College is to guard against such entertainments as distract the attention and dissipate time and energy, and to provide such activities as afford wholesome enjoyment and which tend to develop a better and fuller life.

It is the aim of the College to impose as few regulations as possible, but to create an atmosphere of right thinking and right acting whereby good habits and principles will be developed and strengthened. Resident students are under the supervision of the Resident Dean and his Assistant, who, in the preservation of proper discipline, will have the co-operation of the other resident teachers and of the Students' Council. The superior educational advantages of College residence need not be emphasized. It is our experience that students coming from a distance, who do not go into residence, cannot successfully compete with those who enjoy the home life of the College. The regular study periods, the personal contact of the teachers and the association with other students taking the same work are advantages that cannot be overestimated. Certain rules are necessarily in force and are imposed upon the student because of his relation to his companions in residence. No student, whose influence is felt to be injurious, will be allowed to remain in College.

Student Activities

Many educationists claim that the associations formed and the experiences gained from mingling with students, particularly in residential life, are of more importance in the formation of character than the mental training of the classroom. Whatever truth there may be in this statement, we may safely assert

that studies are not the only important factor in a college career. The students within the walls of Alberta College North enjoy many hours of true pleasure and recreation, which tend to make them all the more fit to enjoy the privileges and to cope with the difficulties of life.

True college "esprit de corps" can be manifested only when the students are free from the rules and regulations that are necessary to effective classwork and the clock-like precision of all that appertains to residence. The college has always appreciated this fact, and with a view towards the development of a healthful college life, every facility has been extended to the student body to assume control of as many branches of activity as is consistent with discipline. A Students' Council, consisting of twelve members, is elected with true political procedure, as early in the fall and winter sessions as is practicable. The council, which is composed of both young men and young women and is presided over by a Senior Stick, has charge of all student activities. Outdoor recreations, sports, entertainments and all matters that pertain to students only, come under its jurisdiction. It is the clearing house for the Literary, Athletic, Debating, Y.M.C.A., Y.W.C.A., and Reading Room Committees.

The Literary Society is one of the most important of these college activities, and has for its object the fostering of literary and musical culture by means of receptions, debates, addresses, open parliaments, readings, sketches, essays and vocal and instrumental solos. Also, the members are familiarized with the proper and orderly conduct of public business, by the transaction of their own business in accordance with recognized parliamentary procedure; so that, when in maturer years, the responsibility and reality of citizenship shall fall on them, they may be prepared for intelligent participation in public matters. The society receives every encouragement from the teachers, as they deem it an institution which contributes, in a positive manner, to all-round manhood and womanhood.

Athletic Facilities

Alberta College North encourages every student to take part in some branch of physical culture. There are college grounds, affording ample room for organized games of all kinds. In the winter months, hockey and skating are in full swing on our open-air rink. Twice a week the young men enjoy the privileges of the city Y.M.C.A.'s gymnasium and plunge. In the fall and spring terms all enjoy football, baseball, tennis, croquet, basketball and handball. Special mention might be made of the tennis facilities; the College owns three splendid cinder courts, providing recreation for all who participate in this popular College pastime.

Academic Department

College Term

The College year constitutes ten months, extending from September 1st to June 30th, with a short vacation of about ten days at Christmas and two days at Easter.

The Commercial Courses are continuous throughout the year.

It is highly desirable that students enter at the beginning of the term and continue their work throughout the College year. The difference between success and failure is often determined by the start a student receives. However, one may enter at any period of the term and be assured of careful attention and supervision.

The Academic Department of Alberta College North was organized under the original College Board in 1903, and has always been an important part of the institution. The Department was begun with the desire of affording young men and women, whose previous education had been neglected, an opportunity of securing knowledge of the elementary branches under the most favorable College influences. Many a young man or young woman, having neglected or being unable to attend Public School, has found the College of great assistance because there is no disparity in the ages or standing of the students, and every assistance in the class as well as individually is given by the teacher or teachers in charge.

The courses in the Academic Department can be studied advantageously by the following:

First—Those who have been out of school for some time and who feel that they need a review of the common branches before they attempt to take Matriculation, Bookkeeping, Short-hand or Telegraphy courses. Such students may not only review the common branches, but also lighten and shorten the other courses; every grade made by a student in the Academic Course may be credited on any of the other courses in which the subject is required.

Second—People who have never had school advantages and who desire general work as a foundation for a business education.

Third—Those who have no education except what they have received while attending a country school a few months in the year, and who intend to take the regular business course, but desire a broader education than its studies alone can afford.

The business man of today who would attain the highest success must be a man of affairs, broadly educated and trained, so that he may make a creditable appearance outside the limits of his own special line of work.

Fourth—Those preparing for teachers' examinations, for entrance to high school or University, but who are weak in one or more branches and desire to devote the most of their time to those studies.

Fifth—Those who are preparing for Civil Service examinations, and who need someone to direct their work.

Sixth—Natives of foreign countries who wish to learn the English language, or to acquire the fundamentals of a general education, will find in our Preparatory College an opportunity to secure careful instruction. Our facilities for this kind of teaching cannot be excelled.

COURSES OF STUDY

1.—Public School Course, Grades IV to VIII

This includes the Public School Course leading up to entrance to High School. The work varies according to the special needs of the individual student. It is possible for students to cover two or more grades in one year. These classes are of special value to the backward student, or those who have not had the advantages of a public school education in early life. All students will be advanced as rapidly as they can cover the work.

2.—Grade IX

This course is the same as prescribed in the Government Schools and for Matriculation to the University of Alberta.

It is possible for a student to begin his High School work and take during the first year the Matriculation Examinations in Grammar, Arithmetic, British and Canadian History and at the same time cover sufficient work so as to complete the full matriculation course at Alberta College South in the following year. We would strongly advise all mature students who are looking forward to a University Course to adopt this plan.

Special attention is given to the languages and each student receives splendid grounding in the Matriculation Subjects. This course is becoming increasingly popular. The results of past years have exceeded the utmost expectations of the instructors.

Note—The Matriculation subjects are the same as prescribed by the University of Alberta.

3.—Combination Courses

Music pupils are strongly advised to combine some Academic subjects with their Music studies. Special rates are given for such courses.

4.—Civil Service

We prepare students for the Preliminary and Qualifying Examinations of the Civil Service in both our day and evening classes. With the many opportunities open to young men and women, who wish to enter government employ with attractive salaries, agreeable surroundings, and good prospects, the preparation we give is a safe, sure, stepping-stone to substantial success. Those who contemplate trying Civil Service examinations of any kind should write us at once for full particulars regarding this feature of our work.

5.—Special Classes for non-English Speaking Students

During the past year this department has been very successful in meeting the needs of a great many students who have just come to Canada, and who consequently feel that they must know English before they can make progress in a new land. Last year these classes were attended by upwards of one hundred students. A series of charts prepared for coming Canadians assist in giving the student a mastery of conversational English. The classes are under the direction of an expert who has a sympathetic insight into the problems of the Ukrainian people. Everything is done to make the course as thorough as possible in the effort to assist the coming Canadians to a better grasp of English and an appreciation of the ideals of Canadian citizenship.

Lectures will be given during the year dealing with the history and literature of the Ukrainian, Russian and Polish people. An effort will be made to stimulate an appreciative interest in the coming Canadian of our Canadian West.

NIGHT CLASSES

1.—Night Matriculation Classes

Alberta College North has provided night classes in all the subjects required for Matriculation to the University of Alberta. The complete course is covered during the year, and the classes are taught by experienced teachers who are graduates of some accredited University. This affords an opportunity for those, who through force of circumstances, are compelled to work during the day, but who are anxious to prepare for higher work in Arts, Law, Science or Accountancy.

2.—Night Classes for Backward Students

A course is given in English Literature, Reading, Spelling, Grammar, Composition, Arithmetic and Penmanship. The instruction is largely individual and the course affords an excellent grounding for more advanced Academic or for Commercial studies.

3.—Classes for non-English Speaking Students

These classes will be under the direction of teachers who are experienced in this work. The instruction will be largely individual and every effort will be made to give the student a working knowledge of the language.

RELIGIOUS EDUCATION

Since the organization of the College in 1903 it has always been the aim of the College authorities to create and maintain a religious atmosphere and to give the young people a vision of life and its responsibilities, that they will go out better fitted for Christian service and for that type of leadership so necessary in Western Canada.

This year the College will make religious instruction a recognized subject of the curriculum and a definite effort will be made to bring the students into vital relation with great Christian truths and to make religion a real factor in the training and development for leadership.

The course will consist of a study of passages from the Bible to acquaint the student with the significance of Biblical literature. A study will be made of the outstanding Biblical characters of the Old Testament with their contributions to the development of religion. Special attention will be given to the social messages of the Hebrew Prophets. This will be followed by a study of the chief events in the life of Christ so as to give the student an appreciation of the personality of the Master. An outline of Christian belief will be taken up with special application to the social and economic problems of the day.

Nothing will be done to interfere with the religious belief of any student in the teaching of dogmas or sectarian doctrines. The great characters and teachings of the Bible can be left to inculcate their own lessons. The College hopes that in this department students will find an opportunity to enrich their lives and also the training and grounding for intelligent Christian service in whatever work they may take up after leaving College.

Department of Commerce

During the past ten years Canadian financial, industrial, and commercial life has undergone many far-reaching changes, which have revolutionized our entire business system. The increasing costs of doing business have resulted in a thorough investigation and analysis of the methods employed. This study revealed a wastage of time and material that amazed even those who prided themselves on being practical business men. The result was inevitable. The old methods have been entirely swept away; new methods have supplanted them, necessitating other and more up-to-date conditions and requirements. Scientific management, system and knowledge are gradually taking the place of chaos, guesswork and ignorance. Personal efficiency is the key-note of business success. To become efficient you must have KNOWLEDGE—sound knowledge,—and herein lies the reason for the extraordinary growth of the Department of Commerce.

This Department was organized to train those who desire to enter the world of business under the most favorable conditions and who wish to make the most of the opportunities that await the qualified.

COURSES OF STUDY

1. THE COMMERCIAL OR BUSINESS COURSE consists of Bookkeeping, Arithmetic, Rapid Calculation, Business Law, Commercial Practice, Penmanship, Spelling and Filing.
2. THE STENOGRAPHIC OR SHORTHAND COURSE consists of Shorthand, Typewriting, Office Routine, Commercial Practice, Penmanship, Spelling and Filing.
3. THE ACCOUNTANCY COURSE consists of Advanced Bookkeeping and Accounting, Auditing and Commercial Law.
4. THE SPECIAL OFFICE TRAINING COURSE consists of instruction in the use and operation of the Dictaphone, Adding Machine, Comptometer, Mimeograph, Filing systems, etc.

NOTE:—This course is given before graduation, without extra charge, to students of the Commercial and of the Stenographic Courses.

5. SPECIAL COURSES. As the instruction is individual throughout, the College can offer each prospective student a special course of training based on individual requirements.

Commercial or Business Course

OUTLINE OF STUDIES

Bookkeeping

The course in Bookkeeping deals with the principles of accounts and their general application to modern business. The knowledge gained may be applied to the books of any specific business which vary only in matters of detail. The student is given plenty of exercise practice, so that he learns by doing. Complete sets of accounts are worked out for farmers, wholesalers, retailers, commission agents, manufacturers, partnerships, and joint stock companies. All modern methods of accounting such as loose leaf ledgers, card systems, voucher system, synoptic, tabular ledgers and slip systems are clearly explained, illustrated and used to record transactions relating to businesses which have adopted them in actual practice. Special attention is paid to the preparation of trading and profit and loss accounts, balance sheets, and income tax returns.

Arithmetic

The study of Arithmetic is a very important feature of the course. This subject is one of vital interest and one upon which all the intelligence and reasoning power can be brought to bear with much advantage. Our method of teaching is to make you understand why you do things in a certain way, and then we know that you will never forget how to do them. The subject is dealt with from the elementary stages, and the tuition covers all mercantile phases.

Rapid Calculation

The ability to calculate quickly and accurately is a valuable asset—in fact, a necessity in commercial life. Rapid Calculation is taught in connection with Arithmetic. Daily drills are given in the fundamental processes and in short methods of figuring. The routine work of invoicing, making up statements, etc., required in every office, becomes a pleasure instead of a drudgery, because you are trained to discharge these duties efficiently.

Commercial Law

The object of this course is not to produce lawyers, but rather to show the student how to avoid the difficulties into which the ignorant so often fall. The operations of trade and commerce are now carried on upon such a vast scale and are

so complex that if a person is to safeguard his interests successfully, he must, of necessity, have a sound practical knowledge of the laws of the land. This interesting course of study enables the student to obtain an intelligent grasp of the main principles of Commercial Law. Many court cases are cited and discussed, thus bringing the student into close touch with the problems of actual business. The knowledge gained cannot be overestimated.

Commercial Practice

Of all the subjects which claim the attention of the aspirant to success in the world of business, there is none of such vital importance as the subject of Commercial Practice. It is the very foundation of every scheme of commercial education and, no matter in what particular direction the student's business ambitions may lie, a complete mastery of this subject is essential.

Business executives place a high value on the services of assistants who are experts in the details of business routine—details that mean the whole difference between profits and losses. To all such the business world extends a hearty welcome and provides numberless opportunities of rising to a specialised and lucrative sphere of activity.

To enable students to fully measure up to the standard demanded by the most exacting employer, the College gives special attention to Commercial Practice.

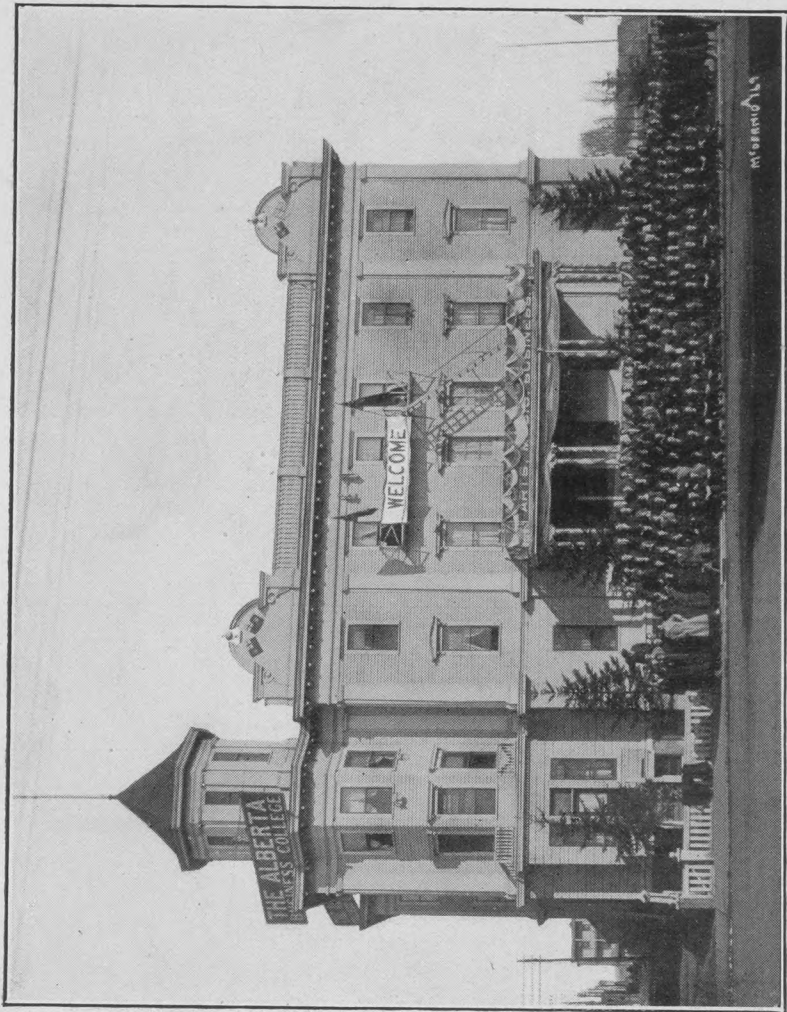
A comprehensive course, complete in every business detail, has been specially prepared to meet the exact and exacting requirements of modern business. This course was compiled for the definite purpose of training the student to do the world's work in the way the business world wants it done, accurately, promptly and intelligently.

The lessons of this course are supplied to the student in a loose leaf binder; blank exercise pages are also furnished. This unique plan enables the student to keep in permanent and convenient form all the lessons, practice work, questions and corrected answers of the entire course. This record constitutes both a reference and a guide when the student enters the business office.

The course comprises thorough and practical instruction in Business Letter Writing, Business Organization, Précis Writing, Office Manuals, Card Index Systems, Filing, Office Appliances, Office Routine and Commercial Geography.

Penmanship

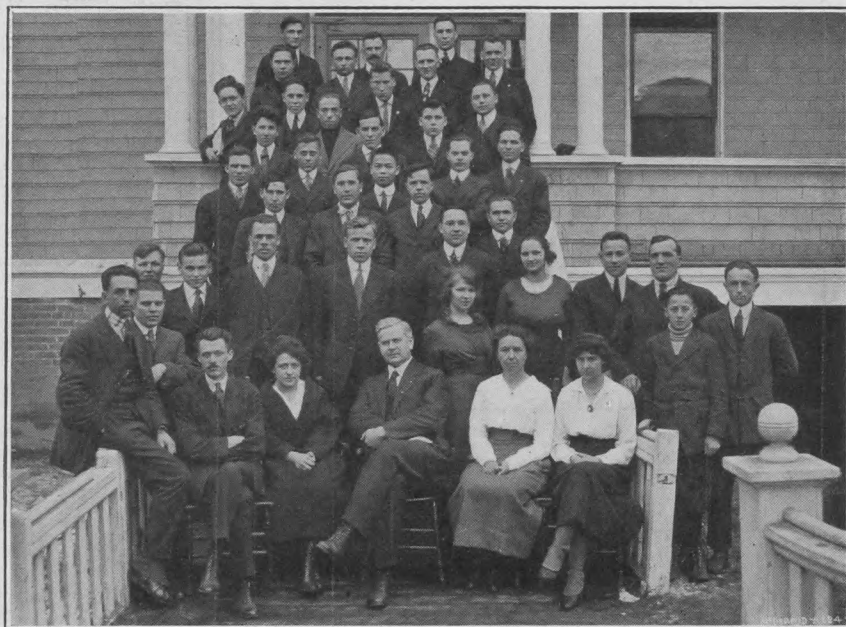
We teach neat, rapid, legible business writing—the kind that enables our graduates to secure and hold the higher grade appointments.



ALBERTA COLLEGE NORTH



GROUP OF DAY AND RESIDENT



NEW CANADIAN CLASS



DAY AND RESIDENT STUDENTS



STUDENTS' COUNCIL



W. Calender, Allan Henry, W. Thorpe, C. Hawkins, J. Pillott, H. Miller, J. McGillis, L. Jamieson, T.M. Lloyd, W. Ellis, H. Teed.



W. Sheppell, D. Derry, E. Christiansen, J. Shurbert, R.B. Owens, R. Vickery, A.T. Miller, E. Milker, H.S. Taylor, V. Nelson, H. Cross, G. Pillott.



D. Newton, Miss H. Gage, shorthand, W.G. Heath, Registrar, E. Mutholland, B.A., Lady Principal, E.A. Long, Bookkeeping, Miss M.A. Jamieson, Typewriting, T. Kelly, H. Hughes, A. Perry, D.W. Hyndman, Telegraphy, A. Zawada.



O.C. Olesen, F.E. Stewart, B.A., Resident Dean, Miss M.I. Field, Academic, F.S. McCall, B.A., Principal, Miss R. Briggs, shorthand, D.W. Hyndman, Telegraphy, A. Zawada.

ALBERTA COLLEGE NORTH

1921-1922.

Photo by Alberta Shuba



H. Altvater, H. Maruszynska, A. Myleniuka, D. Vickery, G. McLeod, R. Carveth, H. Ward, M. Bures, M. Teed, E.M. Fulton, M. McNeill.



A. Fredell, H. Rankin, P. Prociuk, N. Serachuk, A. Campbell, M. Tait, M. Ade, C. Bellhouse, E.P. Coverly, E. Ward.



J. Westra, R. Connelly, H. Bullock, I. Teed, A. Olesen, E. Ambreuter, A. Rieki, G. Switzer, L. Hutton, M. Muller, F. Dillard.

Modern Filing

An up-to-date knowledge of filing systems is indispensable to the competent office assistant, bookkeeper or stenographer. If this knowledge has not been secured at some time during the student's training in school it is one of the first defects he is obliged to remedy in a business office. If he has the knowledge when he enters a business office, it makes the way for his success easier from the start and improves his prospects for early promotion.

Alberta College North has seen to it that the standard and equipment of each succeeding class are better than the standard and equipment of the class of the preceeding year. Every effort is made to keep step with progress in the business world. To do this the College has introduced a complete modern filing sytem and every student before graduation is required to pass a theoretical and practical examination in this important subject.

The course covers the following: The loose leaf system; the Shannon file; vertical filing; methods of indexing and alphabetical filing; numerical filing; direct name system; geographical filing; subject filing; follow-up; copying outgoing papers; card record systems; insurance, real estate and follow-up card systems; document and check filing; the card ledger and stock record keeping.

The College has a class-room demonstrating outfit consisting of the actual equipment and systems which are used in business offices. In this way our students become familiar with all the up-to-date methods of record-keeping, and they can assume the responsibility of a position without embarrassment to themselves and with the least friction in the handling of records.

DIPLOMAS

The Commercial Diploma is granted to students who have satisfactorily completed the Commercial course and who have passed an examination in all the subjects.

Students obtaining exceptionally high standing on all the subjects will have their diplomas endorsed "with honors."

IMPORTANT

The work of this Department is up to the standard required for:

- (a) The Primary Examination of the Institute of Chartered Accountants of Alberta.
- (b) The Commercial Diploma of the Education Department of the Province of Alberta.
- (c) The Civil Service Examination in Bookkeeping.

Stenographic or Shorthand Course

OUTLINE OF STUDIES

Shorthand

A successful business man was once asked to suggest a rule of conduct that would serve as a guide to ambitious young men and women. His reply was quick and brief: "Understudy the Manager." The wisdom of this advice is universally recognized, and no one has a better opportunity of putting it into practice than the shorthand writer.

A thorough knowledge of shorthand will fit you for a remunerative position where you will be closely associated with eminent business men. You will see how business problems are worked out, commencing with the inception of the first idea and concluding with the practical result. In brief, you will have an unexcelled opportunity to understudy the manager and win rapid promotion.

We teach Isaac Pitman Shorthand, the system used by Mr. Nathan Behrin, who created a world's record by writing at the rate of 324 words per minute.

Isaac Pitman Shorthand is the recognized standard all over the English-speaking world. In addition, it is specially adapted for foreign languages.

Instruction

The excellent success of our students is in a large measure due to the thoroughness of our instruction in the theory of Shorthand, followed by an equally careful training in speed practice. Our students must first master the text-book on theory, and pass an examination at eighty words per minute on continuous practice matter. This examination constitutes a review of the entire text, and after passing this test, students may enter our junior dictation class and begin taking weekly speed tests, being promoted into more advanced classes as they can handle the work. Our instruction is largely individual and we aim at accuracy and thoroughness. In our speed classes we give very comprehensive courses of dictation such as would be met in actual office experience, and the practice in general matter is designed to prepare students for verbatim reporting of speeches or for taking court testimony.

Typewriting

We teach the Touch System, sometimes called the "Piano System," because the typist, like the pianist, does not look at the keys. A touch typist is not subject to the fatigue, eye strain and nervous tension that is so common to the sight operator, who attempts (usually with disastrous results) to watch both book and keyboard at the same time. This means that the touch typist is more efficient and consequently commands a higher salary.

Prospective students are warned against being persuaded into learning one machine only. No machine holds a monopoly in the world of business. We give instruction on all standard makes. Absolute accuracy is required from the very beginning.

In addition to the training usually given in typing, our instructor gives regular demonstrations on the care, adjustment, cleaning and mechanism of the machine.

The student is instructed in the use of the stencil cutting device; the tabulator or column selector; the preparation of legal forms; filling-in of invoices, statements, and printed forms of various kinds; different spacings and proper use of margins; carbon work; addressing of envelopes, etc.

Office Routine

Before the completion of the shorthand course, each student is given two weeks (more if required) of practical office work, dealing with every possible feature of a stenographer's daily work.

The work in COMMERCIAL PRACTICE, RAPID CALCULATION, SPELLING, PENMANSHIP AND FILING is uniform with the Commercial course. (See pages 19-21.)

DIPLOMAS

A graduation Diploma is granted to students who have satisfactorily completed the Stenographic Course and have passed an examination in all the subjects. In shorthand, candidates are required to take dictation at the rate of 100 words per minute for a period of not less than five minutes. In typewriting a net speed of forty words per minute must be obtained.

Students who pass an examination in shorthand at 125 words per minute with a net speed of fifty words per minute in typewriting, will have their Diploma endorsed "With Honors."

IMPORTANT

The work in this Department is up to the standard required for:

- (a) The Shorthand Diploma of the Education Department of the Province of Alberta.
- (b) The Civil Service Shorthand Examination.

Accountancy Course

The trained accountant, with his modern, up-to-date methods, is an indispensable member of every important commercial concern. Regarding the scope and importance of his work, the "Financial News" says:

"It is for the accountant to look out and remedy any defects of system which he may discover in the course of his investigations, to produce order out of chaos, and to devise methods which will enable the financier or man of business to obtain, quickly and early, a reliable and comprehensive knowledge of the condition of his financial affairs. Accountancy has been aptly described as 'the conning tower of the ship in the battle of business.' To venture on another nautical metaphor, we may say that a capable accountant is the pilot who steers the financial vessel clear of rocks and quick-sands and helps to bring it to the haven of success."

In Canada there are, at a modest estimate, fifty thousand concerns that need the guidance of men skilled in Accounting and Business Administration. Only a very small proportion of trained men is available to fill these appointments. The demand is keen—the salaries attractive—the work interesting.

Our Accountancy Course provides training for those preparing for any Accountancy examination and for those who do not intend to sit for an examination but wish to qualify for the higher business appointments.

Those interested in this course are invited to write to the Principal, giving details of present education, business training, and plans for the future. He will then be in a position to give definite information regarding the work to be covered, probable length of time, cost, etc.

Business Matriculation and Accountancy

Admission to the Accountancy Course requires the equivalent of a high school training. For those who have not this standing a special preparatory course is afforded for the purpose of laying a foundation adequate to begin the regular work in Accounting.

A list of Matriculation subjects needed for the Primary Examination of the Institute of Chartered Accountants of Alberta, together with details of the preparatory course leading to the examination will be supplied on request.

Special Office Training Course

This is a special course for advanced and graduate students. The instruction bears directly on the work of law, insurance, brokerage and commercial offices. The work is intensely practical and fits our students for the most remunerative positions.

In addition to making the student thoroughly familiar with actual office conditions the course is designed to develop initiative, judgment, perception and self-confidence.

The training includes instruction in and actual use of all modern office appliances, including Dictaphone, Mimeograph, Burrough's Adding Machine, Comptometer, Card Index and Filing Systems.

The extensive use of labor-saving devices, such as the Comptometer or Calculator, has resulted in an increasing demand for competent operators.

To the intelligent girl, possessing good education and some business training, a splendid field of opportunity is presented if she will specialize in this work and become an expert operator. Pleasant, remunerative work awaits her. **The College Course will train you to be an expert.**

Fees

For this special course no extra charge is made to students of the Department of Commerce.

Those who wish to specialise in this work without taking the regular Stenographic or Commercial Course are advised to discuss the matter with the Principal, who will advise them if they possess the qualifications essential to success in this particular branch of work.

When May I Commence a Course?

Every day is enrolment day. While we prefer students to enter at the beginning of the term, we have classes arranged so that the work may be commenced at any time. The student is treated as an individual, and is entirely unaffected by the progress of any other student. Progress dates from the day of enrolment. Yesterday is gone. Today's decision determines your future. Start your course now.

Night School

It is astounding to note that so many of those right at the top in a very large number of concerns had to utilize their spare time in order to obtain an education. Epps, of cocoa fame; Lipton, the tea merchant and sportsman; Lever Bros., makers of soap; Beecham, the pill doctor; Henry Ford, John D. Rockefeller; Harriman; James J. Hill; F. W. Woolworth; Edison (who was "fired" from school because, in the opinion of his teacher, he was hopelessly stupid)—these and hundreds of other world-famous men were forced to leave school at an early age in order to earn a living. Nevertheless, each one of them became an educated man, a man of extensive knowledge and sound judgment. How was this accomplished? By devoting every moment of leisure to serious study.

A prominent business man in speaking of the value of night school study said: "In addition to doing a full day's work at his bench or desk, a young man should daily devote another day of studying all about his work or his profession so that he can better understand the meaning of everything he does, the why and the wherefore of it, the principles underlying it, and thus equip himself to rise to any height."

Education—knowledge—means power. It begets ability and ability means advancement.

To those who are engaged during the day our Evening Classes offer facilities for securing a thorough business education, without which no man or woman can reach the highest pinnacle of success.

Instruction is given in the following groups:

1. Commercial (for description of courses see page 19).
2. Stenographic (for description of courses see page 22).
3. Telegraphy (for description of courses see page 29).
4. Academic. In this department special attention is paid to backward students. (See page 14.)

Evening Classes are held throughout the year (except July and August) on Monday, Wednesday and Thursday evenings from 7.30 to 9.30. The class rooms are open earlier for those who desire to take advantage of the extra time for study or practice in typewriting.

Correspondence Tuition

Instruction by correspondence has revolutionized education. It is no longer an experiment, but a proven success. It affords an equal opportunity to all—the young man on the farm, the clerk, the student—in fact, all who would study, whether young or old, to fit themselves for better service.

If you are unable to come to the College our Correspondence Courses provide a means of bringing the College to you. Each course is designed to make an educational and business success of every willing student of average education and ability.

The Correspondence student receives the same effective individual training as the student attending for private tuition. Distance is no impediment to effective service.

USING SPARE TIME

How many men and women devote hours, weeks and months of the year to trifling amusements, continually grumbling of small pay and lack of advancement, when a fraction of the time thus wasted, would, if spent in study, lead them surely to success.

If you will devote even a little of your spare time to study, if you will concentrate your attention and energy during leisure hours upon an organized course of training, there is no limit to the success you can achieve. Remember, success only comes that way. It is not work that kills, but worry and dread; want of faith and the lack of desire to do and achieve. If you have ambition, if you have faith in yourself, if you are really earnest in your desire to succeed, the College offers you an opportunity to get the necessary training in spare time, in your own home, without giving up your present position or responsibilities, and for a comparatively trifling outlay.

COURSES OF STUDY

The Correspondence Tuition provided by the College may be conveniently divided into two sections: (1) Commercial; (2) Academic.

1.—Commercial Courses by Correspondence

In addition to the courses described on pages 18 to 25 of this calendar, correspondence instruction is given in Salesmanship, Advertising, Economics, Advanced Accounting, and Company Secretarial Practice.

In addition to the above the following special course is available:

Secretarial Course—Training for prospective Private Secretaries, Secretaries of Corporations, Institutions, Public Bodies, etc., and for Executive Appointments. This College is the only training centre in Canada providing a complete home-study course for prospective Company Secretaries.

More detailed information regarding the courses mentioned above is given in the College's publication, "The Student's Guide to Careers in Commerce," a copy of which will be sent to any address, post free, on request.

2.—Academic Courses by Correspondence

All courses prepared, marked and graded by specialists. Special attention is given to mature students who wish to make rapid progress.

The following courses are offered:

1. Grades IX, X, XI and XII of the High School Course.
2. Full Matriculation to the University of Alberta.

The Grade XII Course offered is equivalent to the first year's work at the University of Alberta.

Teachers holding third or second class certificates may qualify for higher professional standing.

For full information regarding the method of instruction, personnel of our teaching staff, fees, etc., write to the Academic Branch of the Extension Department.

Department of Telegraphy

The course of instruction consists of expert teaching and practice in the following essentials:

1. To be able to "send" and "receive" not less than thirty-five words per minute, with readiness and accuracy.
2. To write rapidly and legibly.
3. To be familiar with the use of the forms and with the routine connected with the actual work of a telegraph operator.
4. Standard Railway Rules. (As approved by the Railway Commissioners of Canada.)
5. To understand the manipulation and care of instruments, batteries, switch-boards, the testing of wires, etc.

Typewriting

1. To use the typewriter at the rate of fifty words per minute. (Touch system only.)
2. To receive from the wire on the typewriter with accuracy and readiness not less than thirty-five words per minute.

Spelling

1. To spell correctly and use with facility the usual abbreviations of either "service."

Opportunities

There are indeed very few occupations that offer to young men and women a better opening than Telegraphy. Not only is the work of all established telegraph offices yearly increasing in proportion to the growth of cities and towns, but there is also a very large extension of telegraph lines for railway and commercial purposes. To meet this demand for Telegraphers, Alberta College North has practically doubled the class room accommodation and equipment during the past year and is now ready to equip young men and women with the best training for this lucrative field.

During 1920 and 1921 the Telegraphy Department trained approximately fifty returned men sent to the College by the Soldiers' Civil Re-establishment. These men did exceptionally well and almost without an exception were placed in good positions by the College. During April and May of the same year twenty-one students who completed their course secured positions.

These facts alone show young people the opportunities awaiting them. There is a constant demand for operators having the best qualifications and for young men and women proficient in the art of Telegraphy as taught at Alberta College North, there is no employment which opens up a readier or more remunerative line of work.

The Path to Success

In evidence of the above statement there are many names of living prominent men, who as diffident but resolute lads commenced their careers with their fingers on the "key." It proved the key to their development of character and earnest discharge of duty, which opened to them the door of "success" and has given them a high place in the confidence and service of their country. Many of them were youths who had to depend upon their own resources, but found in Telegraphy the path of advancement.

No Time Like the Present

Alberta College North offers you the same opportunity for promotion and success. In the nine years that this department has been organized nearly seven hundred students have registered. The success has been most gratifying. Our students are filling responsible positions on the various railroads and in commercial offices of Western Canada.

The Way to Learn

There are two methods by which the learner may accomplish this knowledge. The one is by spending two or three years as office boy and messenger "picking up" the use of the "key" in the intervals of his other duties. With this method he is always dependent upon the casual interest taken in him by the operator and his progress is correspondingly indifferent.

The other, and better way, is to take a course of instruction at a thoroughly equipped training school under experienced instructors. At Alberta College North he may give all his time to practising the ready use of the "key" so as to "send" and "receive" messages accurately, acquiring at the same time that knowledge of all that pertains to the "office" and its instruments, so that he shall from the first be capable of earning a paying salary. This he may do in the Telegraphy Department of Alberta College North in six to eight months.

Length of Time Required

This depends in a great degree upon the student's aptitude and the application he gives to study. Usually, however, six to eight months' day classes is sufficient for one to become

proficient. Several students have completed the course in less than six months.

Evening Classes

The same course is given in the evening classes. It is possible for one to take up the study of Telegraphy in his spare time without losing a day, or a dollar, from his present employment, by attending our night classes. This, however, requires a little longer time.

Qualifications for a Telegrapher

Only a very ordinary school education is necessary for one to become a successful telegrapher. Very few are found in the telegraph service who have attended College, or indeed, gone further in the school work than the public school. While it is true that some can master Telegraphy more readily and quickly than others, it is a fact that there are but a very few who cannot learn Telegraphy. With the right disposition upon the student's part he need not fear but that he will become successful by taking up the study of Telegraphy at Alberta College North.

Equipment

The Department of Telegraphy is equipped with thirty complete sets of standard instruments of the same style and quality as are in use by the great railway and commercial lines. This department is connected with the typewriting room where twelve desks are provided with resonators, sounders, keys, and train-order signals for the more advanced students, who commence to type, as they receive from the wire, as soon as they have made sufficient progress to enable them to do so. The typewriting room is fitted with about fifty of the latest models of the Underwood and Remington Machines. Instruction in touch Typewriting is included in both courses of Telegraphy.

The Use of Telephone in Telegraphy

The telephone is now used in connection with train-order work on the large railway systems. The College has equipped the Telegraphy Department with a private system where instruction is given in the sending and receiving of train-orders and other work in connection with the movement of traffic by telephone.

Wireless Telegraphy

For information write to the Instructor of the Department of Telegraphy, Alberta College North, Edmonton, Alberta.

For rates see Page 7. Extra code sheets may be had free upon application to the College.

Music Department

Staff

PIANO

HERBERT WILD, A.R.C.O., MUSICAL DIRECTOR
(Organist and Choirmaster, Robertson Presbyterian Church)

A. BEATRICE CRAWFORD

EVA HOWEY

A. K. PUTLAND, L.T.C.L., MUS. BAC.
(Organist and Choirmaster, McDougall Church)

FLORENCE KELLY

H. G. TURNER

ELIZABETH HOWARD, A.T.C.M. (Calder Branch)

ROSANNA O'GRADY

VOCAL

W. J. HENDRA, A.L.I.M.
(Choirmaster, First Baptist Church)

R. L. BATEMAN

H. G. TURNER

GLADYS V. COCHRAN

VIOLIN

A. WEAVER-WINSTON (Head Violin Department)
(Conductor of Edmonton Symphony Orchestra, 1920-22)

W. J. HENDRA

GLADYS FLINT

THEORY

H. WILD, A.R.C.O.

A. K. PUTLAND, L.T.C.L., MUS. BAC.

ORCHESTRAL INSTRUMENTS

A. WEAVER-WINSTON

EARL TREADWAY

MANDOLIN, BANJO, GUITAR

MRS. T. LOWDEN

ORGAN

H. WILD, A.R.C.O.

A. K. PUTLAND, L.T.C.L., MUS. BAC.

EXPRESSION AND PHYSICAL CULTURE

ETHEL REESE BURNS, A.T.C.M.,
(Head of Expression and Physical Culture Department)

(Junior Teacher of Expression)

COURSES OF STUDY

The College of Music affords ample facilities for the acquirement of a complete musical education, beginning with the Kindergarten Music Method and ending only with the fullest development of each individual's talents and capabilities.

The following courses indicate the comprehensive character of the institution's activities:—

- (1) **Pianoforte.**
- (2) **The Voice.**
- (3) **The Organ.**
- (4) **The Violin, Mandolin, Guitar, Viola, etc.**
- (5) **Theory, including Harmony, Counterpoint, Composition and Musical History.**
- (6) **Orchestral Instruments.**
- (7) **Expression, Reading, Oratory, Physical Culture, etc.**

Aim

Its aim is to furnish not only elementary instruction in the best and most thorough manner possible, and at the lowest practicable cost to the students, but also to enable students who possess the requisite capacity to advance to the rank of finished musicians in their respective branches of study. The College also furnishes instruction in such other subjects as may be considered necessary for the fullest development of the students' mental and physical faculties preparatory to their pursuing music as a profession.

History

The College of Music was established in 1903 and is today the largest west of Toronto and occupies a pre-eminent position in Western Canada, where it has always maintained the highest musical standards. The College has just closed the most successful year from every standpoint in the history of the music department. The registration has been well over the nine hundred mark and the number of pupils taking the examinations prescribed has been the largest. The results show that the pupils have acquitted themselves in a most creditable manner and the College has practically a hundred per cent. record. With a large and efficient staff it is safe to predict that this College year will eclipse all records. Everything is being done to maintain the high standards of work and to make Alberta College North the leading Music Conservatory in Western Canada.

The Department of Music is under the direction of Mr. Herbert Wild, A.R.C.O., Organist and Choirmaster of Robertson Presbyterian Church. Mr. Wild is an Associate of the Royal College of Organists, and the London (England) College of Music. For thirteen years Mr. Wild was conductor of a large Orchestral and Operatic Society, and he is the happy possessor of many tributes to his work. Previous to coming to Alberta College North Mr. Wild was Director of the Associated Studios of this city. His popularity with students is well known, and the acquisition of his services has added much to the success of the department.

Students

Pupils are received at any age or stage of proficiency. Pupils coming from a distance are recommended to take some Academic work along with their music studies. Special rates are given to all who combine courses.

Equipment

The College of Music has fifteen pianos in the teaching studios and practice rooms. Pupils arranging for pianoforte practice have the exclusive use of studio for the time engaged.

Examinations

Examinations are held at the College, in all departments of music and are conducted by experienced musicians.

Pupils are prepared for the following examinations:—

The University of Toronto with which institution the College of Music is affiliated.

The Toronto Conservatory of Music.

The Associated Board of "The Royal Academy of Music and the Royal College of Music," of London, England.

McGill University.

These examinations are conducted by specially appointed examiners who visit the College for that purpose.

Advantages of Instruction in Alberta College North

The College of Music gives a course of instruction comprehensive and broad. The stimulating atmosphere of a large music school is in itself a distinct advantage to the student. Students are graded and may take individual lessons either once, twice, or often each week, the lesson fees being proportional to the length of the lesson.

In the study of Music, theory and practice should always go hand in hand. The College has provided ample facilities

which will give the student a full equipment as a musician and send him forth into the world thoroughly prepared to do his best work as a teacher or performer.

The College provides a residence where students may pursue their musical studies and associate with teachers who reside in the College buildings. This meets an urgent need, as parents wishing their children to pursue their musical studies will appreciate the opportunity afforded them of having a comfortable, well-managed and well-equipped home, with helpful surroundings, under the supervision of experienced teachers. Everything is done to make students feel at home and only such rules are enforced as are absolutely necessary for the common good.

The situation of the College in the heart of the city affords ample opportunities for the students to attend the large churches and to hear conveniently the best artists who come to the city.

Theory Department

During the past year marked progress has been made in this department under the direction of the Musical Director, assisted by Mr. A. K. Putland, Mus. Bac., L.T.C.L. Too much importance cannot be placed on a knowledge of theory to those liking music in a practical branch even if they do not intend to pursue their studies to graduation.

Complete courses are now offered in all the various subjects from Elementary Rudiments to the most advanced work in Harmony, Counterpoint, Double Counterpoint, Canon and Fugue, History, Form, Acoustics and Orchestration. It is necessary for students to have a certain standing in theory before certificates can be granted for practical subjects.

Pipe Organ Department

The instructors in this department are the Musical Director and Mr. A. K. Putland. Instruction in organ is given on the instrument in McDougall Church, which is adjacent to the College, or the organ of Robertson Church.

The Violin Department

The art of violin playing has made such rapid strides in this country of late years that it has become a prominent feature in all musical institutions. This branch of the College of Music has in recent years developed into one of the most successful of any of the institution's departments. The department

is under the direction of Mr. Albert Weaver-Winston, who is fortunate enough to be able to give a student the benefit of his studies under such instructors as William Louis, Hugo Heerman, and the eminent French violinist, Emile Sauret. The high standard of his work in Edmonton is widely known and appreciated. Mr. Weaver-Winston was the Conductor of the Edmonton Symphony Orchestra, 1920-22.

Mandolin, Banjo and Guitar

This department is under the direction of a very capable teacher. As soon as it is possible a club is formed each year for ensemble work and for public performances. These instruments are becoming more and more popular, and a large increase in registration is looked for this year.

Orchestral Instruments

In making provision for the teaching of Orchestral Instruments, the College has been careful to select musicians of the highest possible standard. An opportunity is presented to the student who wishes to become a proficient orchestral player. Too often is the young ambition ruined by a tactless and unsystematic study based on wrong principles, and it will be the peculiar care of the instructors to avoid such errors. As soon as practicable a College band will be organized under a competent instructor.

Recitals

Regular recitals in music are held monthly by the students, and all are encouraged and expected to take part in the same as soon as they are properly grounded in the primary requirements of touch, phrasing and conception. These, and frequent public concerts given by the College, afford opportunities for the pupils to appear in public, overcoming the natural nervousness common to so many and also stimulating to study and greater diligence.

SUCSESSES

Of the large number of students preparing last year for their examinations there was only one failure. At the Alberta Musical Festival held in Calgary the College won three gold medals, three silver medals and notable successes in the singing of trios and quartettes. The pupils in Junior Piano made an excellent showing as well.

The Department of Expression and Physical Culture

The purpose of this department is to secure a thorough mastery of mind, voice and body essential to all speaking professions. The work of the College is recognized in the adequate preparation students receive for public reading and speaking, the concert platform and for dramatic work. The broad and comprehensive course offered by the College is aimed to stimulate ideals, awaken aspirations, quicken imagination and feeling, and to develop naturalness and ease of manner, that there may result a harmonious development of the student's powers.

Oratory is taught as an art, resting upon recognized laws of nature, which are so explained and illustrated as to give a thorough understanding of all the principles upon which this art is based. A complete mastery of these principles is gained through practical training in their application.

Taken together with the required literary work, the Course in Expression will give the individual a command of all her powers in a way not approached by any other method of education. The culture that makes the young woman of the most service to her family and to her community is the most practical as well as the most ideal.

The regular Course of Study extends over a period of two years. Those meeting all the requirements of this course, and giving satisfactory Graduating Recitals, are granted a Diploma of Graduation.

The Department of Expression is under the direction of Mrs. Reese Burns, A.T.C.M., whose good work has been so much appreciated in Edmonton. The results of her work, as demonstrated by pupils in the various public recitals given in the city, together with her own gifts as a platform reader of Shakesperian drama, place Mrs. Burns in the very front rank of expression teachers in Canada.

The College prepares students for:—

- (1) **Public Reading and Interpretation of Literature.**
- (2) **The Concert Platform.**
- (3) **Public Speaking.**
- (4) **Dramatic Work.**
- (5) **Physical Culture.**

Special attention is given to afford those students who do not contemplate a professional career a measure of mental,

physical and vocal development, and the opportunity of the broad culture to be secured from the course of study.

THE COURSE

The course consists of thorough training in fundamental principles of mental, physical and vocal expression. Thorough fundamental training of the speaking voice, comprising diaphragmatic breathing, placing the tone, co-ordination and articulation.

Substitution of sounds and impediments of speech eliminated.

Psychology of expression.

Advanced training in general expression based on psychic principles.

Thorough training in dramatic technique, imagination and suggestion. Manifestative and representative pantomime.

Study of Shakesperian drama.

Dramatic platform act.

Each student during her final year is expected to give an individual recital.

Matriculation course in English or its equivalent.

The above course will require at least two years' work, and upon its satisfactory completion the College Diploma will be granted.

English Studies

Students are advised to take some work in English offered by the College. The requirements for graduation are Matriculation standing in English or an equivalent course approved by the College.

Public Recitals

It has always been the policy of the College in its Department of Expression to afford its students an opportunity of appearing in recitals and in dramatic productions. In this way the nervousness a student naturally feels at the first appearance before audiences is removed, and the student is a tried platform artist upon graduation. The increased attendance at these functions attests a growing public interest and appreciation.

Dramatic Society

In the Department of Expression there has been inaugurated a Dramatic Society under the distinguished patronage of Sir Johnson Forbes-Robertson. This society is the beginning of earnest study and appreciation of the drama. During the year several plays will be given under the stage management of Mrs. Reese Burns. The College is fortunate in having at the head of its Department of Expression an

artist whose work has been recognized by the leading actor of the British Empire. Students registering in the Department of Expression of Alberta College North will have the opportunity and the privilege of taking this practical work in the production of the best plays.

The Playgoers' Club

During the past year the Forbes-Robertson Dramatic Society in a limited way entertained some of the leading actors and actresses visiting Edmonton. In order to do this more effectually and to stimulate an interest in good drama a Playgoers' Club has been formed, in which all interested in the drama are eligible for membership. This organization is much appreciated by the discriminating public interested in the advancement of good drama.

Public Speaking

A special class in Public Speaking has been formed in this department. The work of this class covers a thorough training in the fundamentals pertaining to the speaking voice, such as the removal of construction, the placing of tone, control, carrying power and poise. This class has been organized because of a popular demand for this work by a number of persons desirous of improving themselves as public speakers.

PHYSICAL CULTURE

The object of Physical Training is the promotion of health and efficiency. To attain the proper mental and physical balance a certain amount of physical work is necessary along with the academic training, that is, we aim to develop a sound mind and a sound body. All pupils living in residence are required to take the physical culture classes, unless they present a certificate of physical disability from the family physician.

Special corrective gymnastics and exercises are provided for the girls who, in the opinion of the Physical Instructors, need such attention. Special attention is given to correct standing and walking. Outdoor exercise is required each day in the form of walking, tennis, croquet, basketball, and other games. Teams are chosen in the different games and sports and friendly competition is encouraged.

Two systems of physical training are used. The Harmonic for precision, health and strength; the Del Sarte system for freedom, grace and expression. The union of these two results in the physical adjustment and growth with responsiveness to psychic influences.

Courses

Private lessons may be arranged with the Instructor of this department.

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Our Prize Page

MEDALS AND CASH PRIZES DONATED BY BUSINESS MEN

All students of Alberta College North are eligible for these prizes.

The following Medals and Cash Prizes, which have been donated by business men interested in business education, will be awarded annually as stated below, provided a satisfactory degree of proficiency has been attained.

Five Gold Medals

A Gold Medal will be awarded to each student obtaining the highest standing in General Proficiency in any of the following departments of study:

- (1) Stenographic Course (2) Commercial Course
- (3) High School Course (4) Public School Course
- (5) Telegraphy

Five Silver Medals

A Silver Medal will be awarded to the students obtaining the second highest standing in each of the above departments of study.

Cash Prizes

Cash Prizes will be awarded as follows:

	First Prize	Second Prize
Best Kept Set of Books.....	\$15.00	\$10.00
Greatest Improvement in Penmanship.....	15.00	10.00
Best Exercise Book in Commercial Practice....	15.00	10.00

